

ARIZONA DEPARTMENT OF EDUCATION

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Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
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SCHOOL FINANCE MEMORANDUM 02-029

TO: School District Superintendents, Principals, and Head Teachers

FROM: Maggie Singler

DATE: December 14, 2001

SUBJECT: December 17, 2001 Basic Calculations for Equalization Assistance Report (APOR 55 – 1) and Additional State Aid Detail Report (APOR 64)

The December 17, 2001 apportionment reports for your school district are posted on your district's home page on the ADE web site (<http://www.ade.az.gov/districts/default.asp>). Hard copies of these reports will not be mailed. If you need help finding or viewing these reports please call your county's Regional Training Center (RTC). The phone number for your county's RTC can be found at <http://www.ade.az.gov/rtc>. If you have any questions regarding the content of your reports please contact me (602) 542-8244 or e-mail msingle@ade.az.gov.

"FY 2001-2002 REQUEST FOR ADVANCE BASED ON GROWTH" forms received by December 5, 2001 have been processed for the December 17, 2001 payment. (Instructions and forms to request an advance of state aid are available on ADE's web site at <http://www.ade.state.az.us/schoolfinance/Forms/DistCashAdv/>.) Variance due to rounding between LEPS10-A and APOR55 has been corrected for the December APOR55 calculation.

If you have questions regarding your 40th day Average Daily Membership please contact Mario Salinas (602) 542-8797 or e-mail msalina@ade.az.gov. If you have any questions regarding your 40th day Special Education Census data please contact Christina Beltran at (602) 542-3303 or e-mail cbeltra@ade.az.gov.

Items such as the increase to the BSL for audit expenditures, eligibility for Rapid Decline and Type 03 Tuition will be updated again for the January apportionment calculation. These items are dependent on the processing of all applicable budget files. Budget files and worksheets have been released and processed. Check the submitted file status on your home page <http://www.ade.az.gov/districts/default.asp> for processed files. Budget Visions previously provided instructions for processing of proposed and adopted budgets, including worksheets. Please be sure the district-wide budget, the school-by-school budget and the worksheets have processed for your district. (Upload all budget files at <http://www.ade.az.gov/districts/default.asp>. **COMMON LOGON** username and password are required.) If you need assistance uploading budget items, contact a Regional Training Center (RTC) at <http://www.ade.az.gov/rtc>. **Check the School Finance Bulletin Board for important budget file information before uploading any budget related file(s).**

If the processed file status or budget edit reports (available at same address as district APOR55-1) indicate any of the following, please send an e-mail explaining the situation to schoolfinance@ade.az.gov.

1. An adopted budget was rejected due to missing proposed budget
2. Revised budget rejected due to missing adopted budget
3. File rejected because version already exists

School Finance staff will research and work with you to resolve the problem. Similar problems or questions can also be sent to the school finance e-mail address.

cc: County School Superintendents

December 17, 2001